



E-Filing Civil Cases at Montana's Trial Courts (DV, DR & CV Cases)

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General Method

The e-filing system is available for attorney-represented parties.

Trigger fees on DV, DR, or CV cases by selecting a specific filing type and subtype. It is incumbent on e-filers to select the filing type/subtype that will trigger a fee when necessary. See appendix B and C.

Filing a new civil case and paying the filing fee

Create Filing page

To file a new civil case, select the option Create Filing from the left-hand menu and fill in the fields on the preliminary page. Select:

- Court: under one of the headings with -FCE: [select the court at which you are filing].
- Filing Category: New Case
- Case Category: Civil
- Case Type: select Civil (or Domestic Relations if filing at a district court).
- Case Subtype: select the option that most closely relates to the case you are filing. While district court civil cases often make multiple claims in the same case (fraud and breach of contract and unfair dealings, etc.), select the major topic from the list. Refer to Appendices A and C for the list of all case types/subtypes.
- Filing Type: this will typically be a “Complaint” for DV and CV cases and a “Petition” for DR cases. There are some cases which are opened with a different filing type.
- Filing Subtype: select the option that most closely matches the name of your document. “Complaint” (for District) and “Civil Complaint” (for Justice) are the most common filing subtypes for a new civil case filing.

When you have all the fields filled in, click the “Next” button.

Home
Case Search
Create Filing
Filings

MONTANA COURTS E-FILING Avery Paulson

Information

- For a list of court ID numbers please copy and paste the following link into your web browser and search:
<https://courts.mt.gov/portals/189/efile/docs/courtids.pdf>

Create Filing

COURT SELECTION

Court* Missoula County District Court

Filing Category* New Case

NEW CASE

Case Category* Civil

Case Type* Civil - DV

Case Subtype* Negligence

Filing Type* Complaint

Filing Subtype* Complaint

Next

Enter Parties

The screenshot shows the 'Party Information' page with a progress bar at the top: FILING PROGRESS, Party Information (active), Filing Information, Upload Documents, Service Information, and Filing Summary. Below the progress bar is a table with columns: Name, Type, Role, Address, and Attorney(s). The table is empty, with a message 'No records were found.' below it. A red arrow points to the 'Add Party' link. A 'Next' button is visible in the bottom right corner.

From the Party Information page, click the hyperlink “Add Party.”

1. Start by entering the party(ies) you represent in opening this case. For each party you represent:
 - Designate if the party is a person or organization.
 - Select “Attorney” representation.
 - Fill in the appropriate role (typically Plaintiff or Petitioner).
 - Fill in the name of the person or organization you represent.
 - Click the Add Attorney hyperlink and click the “Add Myself” button.

The screenshot shows the 'Party Information' page with the 'ADD PARTY' section expanded. The 'Type' is set to 'Person', 'Role' is 'Plaintiff', and 'Representation' is 'Attorney'. The 'NAME' section has 'Last Name' as 'Appleseed' and 'First Name' as 'Johnny'. Below this is an 'Add Alias' link. The 'ATTORNEY' section has an 'Add Attorney' link highlighted with a red arrow. An 'Attorney Search' dialog box is open in the foreground, with 'Last Name' and 'First Name' fields. The 'Add Myself' button in the dialog is highlighted with a red arrow. 'Save' and 'Cancel' buttons are visible in the bottom right corner of the main form.

This will result in the party being added to the case with you as counsel of record.

Repeat this process for every party you represent in this case.

2. Next, add the opposing party(ies). Repeat the process as outlined above with these exceptions:

- Select the appropriate Role (typically Defendant or Respondent).
- Select “Self-represented” as the Representation value.
- Add contact information for the party. This must include:
 - Address 1
 - City
 - State
 - Zip
 - (You may add email addresses and phone number if you wish.)
 - If the address of the party is unknown, you may add “unknown” in the Address 1 field, then add a City, State and Zip (even if these are also unknown).

Party Information [X]

ADD PARTY ▾

Type* Organization ▾ Role* Defendant ▾

Representation* Self-represented ▾

NAME ▾

Organization Name* Ashland County, Ohio

[Add Alias](#)

PARTY CONTACT INFORMATION ▾

Address 1* County Seat City* Ashland

Address 2 State* Ohio ▾

Address 3 Zip* 44805

Primary E-Mail Address Phone Number

Secondary E-Mail Address

Save Cancel

Repeat for every party you are naming in this case.

When complete, click the Next button.

Filing Information

Use the Comment box judiciously. Use this section to impart any “extra” information you might verbally give the clerk if you were filing on paper. Learn from the court clerks if there are specific procedures they would like you to add for any specific types of filings. Following their requests will assure that your case is accurately and timely filed. Comments are only delivered to the clerk and will not be stored as part of the official court case.

Use the “Request Emergency Filing” checkbox with utmost reluctance. Confer with the court clerks to determine when it is appropriate to use this checkbox. Sometimes a last-minute filing prior to a hearing may warrant you using the Request Emergency checkbox. **Do not use this checkbox routinely for all your filings.**

Filed on Behalf of Information must be filled in. Select all parties you represent in this case.

The filing fee will be displayed. In our example graphic below, \$120.00 automatically displays. You will pay this amount via credit card or e-wallet when you submit the filing.

Filings with Fee Waivers are discussed in another portion of this document [Filing with a Fee Waiver \(new or existing case\)](#).

When complete, click the Next button.

The screenshot shows the 'Filing Information' form with several sections and annotations:

- FILING PROGRESS** tabs: Party Information, Filing Information (active), Upload Documents, Service Information, Filing Summary.
- Filing Information** header with a help icon.
- DETAILS** section:
 - Comments**: A text area with the placeholder 'Comments to assist the clerk in processing this filing.' It is highlighted with a red box.
 - Request Emergency Filing**: A checkbox. A red arrow points to it with the text 'Reserve for true emergencies'.
- FILED ON BEHALF OF INFORMATION** section:
 - Filed on Behalf of**: A dropdown menu with a red arrow pointing to it.
 - Name**: A table with two rows:

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Appleseed, Johnny (Plaintiff)
<input type="checkbox"/>	Ashland County, Ohio (Defendant)
- FILING FEES** section:

Fee Name	Amount
Civil Commencement of Action	\$120.00
Total	\$120.00

The 'Amount' column is highlighted with a red box.
- FILING FEES** section (bottom):
 - Fee Waiver**: A dropdown menu.
 - Comments**: A text area.
- Previous** and **Next** buttons at the bottom right.

Upload Documents

It is necessary to select the Document Filing Type and Subtype once again. Use the drop-down menus to do so. Make sure that your selection matches the Filing Information box in the left-hand column.

FILING PROGRESS Party Information Filing Information **Upload Documents** Service Information Filing Summary

▼ Filing Information

Court Missoula County District Court

Type Complaint - Complaint

DOCUMENT ▼

Name Complaint - Complaint

File* Choose File No file chosen

Document Filing Type* [Dropdown]

Document Filing Subtype* [Dropdown]

Exclude from eService ☐

Request Confidential ☐

Comments [Text Area]

Confidential Reason [Dropdown]

[Add Another Lead Document](#)
[Add Supporting Document](#)

Previous **Next**

Upload your document by clicking on the Choose File button and navigating to the document location. If you are using Internet Explorer, your button will say “Browse” rather than “Choose File.”

Upload Documents

DOCUMENT ▼

Name Complaint - Complaint

File* Choose File Complaint.docx

Document Filing Type* [Dropdown]

Document Filing Subtype* [Dropdown]

Exclude from eService ☐

Request Confidential ☐

Comments [Text Area]

Confidential Reason [Dropdown]

[Add Another Lead Document](#)
[Add Supporting Document](#)

Previous **Next**

For each document, there are other fields that you can fill in to exclude the document from eService, to add a comment relevant to the specific document, and to request that the document be sealed. Note that if you request the document to be sealed, you must also give a confidential reason.

Add the Summons as a Lead Document

There are two links on the document upload page that allow you to add additional documents:

- Add Another Lead Document (This is the better option.)
- Add Supporting Document (This option is very rarely used. Use the “Lead Document” link instead.)

Upload Documents


DOCUMENT

Name: Complaint - Complaint File*: Choose File Complaint.docx

Document Filing Type*: Complaint Document Filing Subtype*: Complaint

Exclude from eService: ☐ Comments:

Request Confidential: ☐ Confidential Reason:

[Add Another Lead Document](#)  [Add Supporting Document](#)

[Previous](#) [Next](#)

Use “Add Another Lead Document” to upload the summons. Select “Proposed Document” from the Document Filing Type drop-down menu and select “Summons Proposed” from the Document Filing Subtype menu. Click on the Choose File button to add the summons.

FILING PROGRESS Party Information Filing Information **Upload Documents** Service Information Filing Summary

Upload Documents

DOCUMENT

Name: Complaint - Complaint File*: Choose File Complaint.docx

Document Filing Type*: Complaint Document Filing Subtype*: Complaint

Exclude from eService: ☐ Comments:

Request Confidential: ☐ Confidential Reason:

DOCUMENT

Name: File*: Choose File Summons.docx

Document Filing Type*: Proposed Document Document Filing Subtype*: Summons Proposed

Exclude from eService: ☐ Comments:

Request Confidential: ☐ Confidential Reason:

[Add Another Lead Document](#) [Add Supporting Document](#)

[Previous](#) [Next](#)

Attach additional documents by clicking “Add Another Lead Document” again.

Click the Next button to move to the Service Information page.

Service Information

This page allows you to create an automatic Certificate of Service to be appended to each lead document. Certificates of Service will never be appended to any document with the filing type “Proposed Document.”

This is largely irrelevant to new civil cases as service is typically done via summons. The exceptions to this may be when filing on certain types of cases such as Judicial Review, Habeas Corpus, Release of Excess Proceeds, Writ of Mandate, Writ of Prohibition.

If you do not want to add a Certificate of Service, click the Next button.

Filing Summary

This page provides you with an opportunity to review the filing that you are submitting.

This is the perfect time to double-check your work, including the correct spelling of the names of the parties and that you have uploaded the correct documents, signed if needed.

If you need to make changes, you can use the Edit Filing button or any of the “breadcrumb trail” page markers near the top of the window. Make the necessary changes, check your work on the Filing Summary page one last time and then click “Add to Cart.”

FILING PROGRESS Party Information Filing Information Upload Documents Service Information **Filing Summary** ← Breadcrumb Trail

Filing Summary ?

CASE DETAILS

Court	Missoula County District Court	Case Type	Civil - DV - Negligence
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FILING INFORMATION

Filing Number	814300	Filing Type	Complaint - Complaint
Request Emergency Filing		Filed on Behalf of	Appleseed, Johnny (Plaintiff)
Comments	Comments to assist the clerk in processing this filing.		
Certified Date of Service	Certified Date of Service will be the Date of Submission of the E-Filing.		

PARTY INFORMATION

Name	Type	Role	Address	Attorney(s)
Appleseed, Johnny	Person	Plaintiff		Paulson, Avery
Ashland County, Ohio	Organization	Defendant	County Seat Ashland OH 44805	Self-Represented

DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Complaint - Complaint				
Proposed Document - Summons Proposed				

FILING FEES

Fee Name	Amount
Civil Commencement of Action	\$120.00
Total	\$120.00

FILING FEES

Fee Waiver	Comments
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Edit Filing **Add To Cart**

Cart

If there are filing fees on any of the submissions in the cart, filings must be made to one court at a time.

MONTANA COURTS E-FILING
Avery Paulson

Cart
?

SUMMARY

Number of Filings	1	Total	\$120.00
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FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Missoula County District Court		Complaint - Complaint	2	\$120.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)

Submit Filings

Click Submit Filings. Because filing fees are required, you will be automatically redirected to a secure payment processor (CitePayUSA) to enter credit card information (or to use an e-wallet containing credit card information you have previously entered and stored).

The payment transaction will look something like this:

CitePayUSA
CitePay E-Filing Payments

You have been forwarded to CitePayUSA to make a payment of 120.00. To complete this payment, you may either create a "Wallet" at CitePay referencing one or more credit card and/or checking accounts, which you can use to make this and future payments, or you may make a one-time payment using a credit card.

CREATE A WALLET
ONE-TIME PAYMENT
CANCEL

CREDIT CARD PAYMENT FOR COMPLAINT - COMPLAINT, AT MISSOULA COUNTY DISTRICT COURT

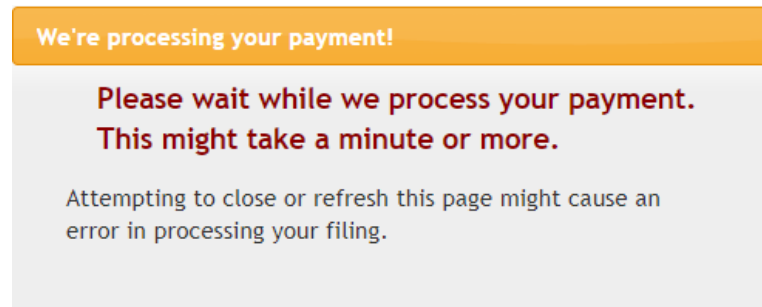
Court Amount : \$120.00
CitePay Processing Fee : \$6.00
Total Payment Amount: \$126.00

NAME ON CARD : Kelly
RECEIPT EMAIL ADDRESS :
CARD TYPE : MasterCard
CARD NUMBER : 4111111111111111
EXPIRATION MONTH : 09
EXPIRATION YEAR : 23
BILLING ADDRESS :
CARD SECURITY CODE (CVV2) : 999
BILLING ZIP CODE : 59601

PROCESS PAYMENT
CANCEL

Fields with an asterisk are required fields. Note that a credit card processing fee is due to the payment processor.

After clicking on Process Payment, there may be a slight delay as the payment is processed. The following message warns you not to leave or try to resubmit.



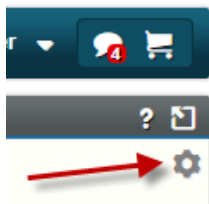
When the process is complete, the E-Filing system gives submission details and payment receipt information.

- This information can be printed using the Print button.
- A receipt will be sent to the email address given in the credit card payment form.
- Submission details (without payment information) will also be available from the system notification window.

Retrieving the Issued Summons

It is your responsibility to retrieve the summons from the E-Filing system after it is issued. You can track your submitted filing in several ways. Upon submission the filing can be identified in the filer's submitted filings, which can be viewed from the home page widget or from the filings list.

Widgets can be managed by using the gear icon on the right side of the homepage.



The display below shows the filing that was submitted in the example above. There is no case number because it is a filing on a new case.)

Submitted Filings		
Court	Case Number	Filing Type
Missoula County District Court		Complaint - Complaint
Flathead County District Court	DC-15-2021-000046-IN	Answer/Brief - Answer Brief to Motion
Flathead County District Court	DR-15-2021-0000609-PP	Motion - Motion for Hearing
Flathead County District Court	DV-15-2021-0000124-CM	Answer/Brief - Answer First Appearance
Flathead County Justice Court	CV-385-2021-0002379-LT	Proposed Document - Proposed Judgment
1 to 8 of 8 records		

Approved Filings		
Court	Case Number	Filing Type
Flathead County District Court	DR-15-2022-0000614-OD	Petition - Petition
Flathead County District Court	DV-15-2021-0001128-AU	Motion - Motion - Unopposed
Flathead County District Court	DV-15-2021-0000005-RP	Proposed Document - Judgment Proposed
Flathead County District Court	DV-15-2021-0000003-OC	Proposed Document - Decree Proposed
Flathead County District Court	DR-15-2021-0000608-DU	Motion - Motion
1 to 10 of 17 records 1, 2 Next		

Error Filings		
Court	Case Number	Filing Type
Flathead County Justice Court	CR-385-2021-0000023	Notice - Notice
Flathead County Justice Court	CR-385-2021-0000016	Notice - Notice
1 to 2 of 2 records		

Rejected Filings		
Court	Case Number	Filing Type
Flathead County District Court	DV-15-2021-0001131-DS	Notice - Confidential Disclosure Statement
Flathead County District Court	DV-15-2021-0000046-DE	Answer/Brief - Answer Brief to Motion
Flathead County District Court	DV-15-2021-0001130-NT	Notice - Notice
1 to 3 of 3 records		

Clicking on a submitted filing will display the filing summary of that submission.

Another way to track a submitted filing is by using the filings list. Select the "Filings" option on the left-hand menu, and then "Submitted."



The submitted filings will be listed. Clicking on a submitted filing will display the filing summary of that submission.

Submitted Filing Queue ?

COURT SELECTION

Court

SEARCH

Case Category

Case Type

Case Year (YYYY)

Case Number

Filing Type

Filing Subtype

Submission Date to

Submission Number

Search

FILINGS

Case Number	Filing Number	Filing Type	Submission Date	Submission Number
	814300	Complaint - Complaint	03-25-2022 01:54 PM	671621648237984282
DC-15-2021-0000046-IN	814200	Answer/Brief - Answer Brief to Motion	03-15-2022 02:41 PM	671621647376900680
DR-15-2021-0000609-PP	814249	Motion - Motion for Hearing	03-14-2022 04:23 PM	671621647296638227
DV-15-2021-0000124-CM	814247	Answer/Brief - Answer First Appearance	03-11-2022 12:23 PM	671621647026572349
CV-385-2021-0002379-LT	814226	Proposed Document - Proposed Judgment	02-16-2022 10:25 AM	671621645032312452
DV-15-2021-0001130-NT	814221	Proposed Document - Judgment Proposed	02-14-2022 02:27 PM	671621644874012356
CV-385-2021-0000016-OT	814191	Motion - Motion	01-25-2022 08:15 AM	671621643123701741
CV-385-2020-0000016-LT	814187	Notice - Notice	01-24-2022 07:51 AM	671621643035865283

1 to 8 of 8 records

Submitted filings will move from the Submitted list to one of three other lists:

- **Error Filings:** This indicates that the filing never made it to the clerk of court due to a technical problem. You have the option to resubmit a filing if you have one that has errored so you do not have to start your filing from scratch.
- **Rejected Filings:** This indicates that the filing arrived at the court clerk's office, was evaluated by a clerk, and was rejected for a specific reason. The reason will be included in the rejection notice. You have the option to resubmit a filing if you have one that is rejected.
- **Approved Filings:** this indicates that the filing arrived at the court clerk's office, was processed and filed in the official court record. **Success!**
 - It also means that your issued summons(es) are available to you to retrieve and serve. Go to the case view page by clicking on the hyperlinked case number- the case number was assigned when the clerks accepted the initial filing. Alternatively, access the case view page by utilizing the main menu "Case Search" tab. On the case view page, select the document icon associated with the "Summons Issued" ROA and display the document. Download it and serve the summons outside of the E-Filing system.
 - Please note that if you have a single summons to be issued, it will be available to you shortly after you observe the filing move from Submitted to Approved. It does take the clerk additional time to issue each summons, so if you have submitted a few of them, it will take proportionally longer for them to be issued and available to you.

Filing on an existing case (paying Appearance or other fees)

Please reference documentation at this link [Filing on an Existing Case - Trial Courts \(Attorneys\)](#) for basic system navigation or to file on an existing case for which no statutory filing fees are required.

Create Filing Page

Select the option to Create Filing from the left-hand menu and fill in the fields on the preliminary page. Select:

- Court: Select court at which you are filing.
- Filing Category: Existing Case
- Case Number: Use the following format: Case type-Court ID- Four Digit Year- Ending Case Number (DV-15-2018-840)
- Filing Type/Filing Subtype – **District Court**
 - **For filings that require statutory filing fees, you will need to select a filing type that will trigger the appropriate fee.** See the appendix of this document for a full list.
Examples:
 - Filing type: Answer/Brief, Filing subtype: Answer First Appearance (or Answer and Counterclaim)
 - Filing type: Notice, Filing subtype: Notice of Appearance **with Fee**. The filing type “Notice of Appearance” will not trigger the fee.
 - Select the appropriate option even if you are going to request a fee waiver.
- Filing Type/Filing Subtype – **Limited Jurisdiction Court**
 - **For filings that require statutory filing fees, you will need to select a filing type that will trigger the appropriate fee.** See the appendix of this document for a full list.
Example:
 - Filing type: Answer
 - Filing subtype: Answer
 - Select the appropriate option even if you are going to request a fee waiver.
- Note that if you select a type/subtype that does not trigger a fee when a fee is required, there will be no availability for you to pay or request a fee waiver and your submission will be rejected by the clerk of court.

The screenshot shows a web form titled "Create Filing". It has two main sections: "COURT SELECTION" and "EXISTING CASE".

COURT SELECTION

- Court***: A dropdown menu with "Missoula County District Court" selected.
- Filing Category***: A dropdown menu with "Existing Case" selected.

EXISTING CASE

- Case Number***: A text input field with "DV-32-2018-840" entered.
- Filing Type***: A dropdown menu with "Answer/Brief" selected.
- Filing Subtype***: A dropdown menu with "Answer First Appearance" selected.

A blue "Next" button is located at the bottom right of the form.

Click on the “Next” button.

Filing Information Page

This page contains the filing fee information. If this page does not contain filing fee information, you have made an inappropriate selection of Filing Type/Subtype on the previous page. **(Start over.)**

Filing fee information is contained in two information “bundles” at the bottom of the page, as shown below. To begin, the Appearance fee will show an amount of \$0.00.

The screenshot shows the 'Filing Information' page. On the left is a sidebar with navigation links: 'Create Filing', 'Filings', 'Filing Information', and 'Case Information'. The 'Filing Information' section is active, showing 'Court: Missoula County District Court', 'Type: Answer/Brief - Answer First Appearance', 'Case: DV-32-2018-0000840-NE', 'Short Title: John Chapmanvs. Ashland County, Ohio', 'Status: Open', 'Filed Date: 07-30-2018', and 'Judge: Halligan, Leslie'. The main content area has tabs for 'FILING PROGRESS', 'Filing Information', 'Upload Documents', 'Service Information', and 'Filing Summary'. The 'Filing Information' tab is selected, showing a 'DETAILS' section with a 'Comments' field and a 'Request Emergency Filing' checkbox. Below this is the 'FILED ON BEHALF OF INFORMATION' section with a list of parties: 'Ashland County, Ohio (Defendant)' and 'Chapman, John (Plaintiff)'. A red box highlights the 'FILING FEES' section, which contains a table with the following data:

Fee Name	Amount
Appearance	\$0.00
Total	\$0.00

Below the table is a 'FILING FEES' section with a 'Fee Waiver' dropdown and a 'Comments' field. A red arrow points from the 'Appearance' row to the '\$0.00' amount.

As you select the parties on whose behalf you are making an initial appearance, the filing fee amount will increase.

This screenshot shows the same 'Filing Information' page, but with 'Ashland County, Ohio (Defendant)' selected in the 'FILED ON BEHALF OF INFORMATION' section. A red arrow points from the selected party to the 'FILING FEES' table, which now shows:

Fee Name	Amount
Appearance	\$70.00
Total	\$70.00

The 'FILING FEES' section below the table remains the same, with a 'Fee Waiver' dropdown and a 'Comments' field. A red arrow points from the selected party to the '\$70.00' amount in the 'Appearance' row.

In this example, one defendant has been selected and \$70.00 is assessed. Note that if we were filing on behalf of multiple defendants, the amount would increase by \$70 for each party selected. (If at a limited jurisdiction court, the fee is \$30.00.)

Leave the Fee Waiver information fields blank. Click “Next.”

Upload Document Page

Upload the document(s) you wish to submit. Click “Next.”

Filing Information

Court: Missoula County District Court
Type: Answer/Brief - Answer First Appearance

Case Information

Court: Missoula County District Court
Case Type: Civil - DV
Case: DV-32-2018-0000840-NE
Short Title: John Chapman vs. Ashland County, Ohio
Status: Open
Filed Date: 07-30-2018
Judge: Halligan, Leslie

Upload Documents

DOCUMENT

Name: Answer/Brief - Answer First Appearance

Document Filing Type: Answer/Brief

File: Choose File (NOTICE OF APPEARANCE.docx)

Document Filing Subtype: Answer First Appearance

Exclude from eService: ☐

Request Confidential: ☐

Confidential Reason:

Add Another Lead Document
Add Supporting Document

Previous Next

Service Information Page

Use the information on this page to prepare the automatic Certificate of Service (COS) which will be appended to lead documents, except documents with the filing type “Proposed Document.”

In this instance, since “you,” the answering attorney, are not yet counsel of record on the case, the defendant is displayed as if needing to be served (as all other parties will appear, whether you are representing them or not). Since in this case, you do not need to serve your client, you can select “Not served” as the Service Method.

Note that in this example opposing counsel will be automatically served via eService when you submit this filing. The date on the COS will be the date you submit this filing. eService is performed at the time you click on the Submit button.

Service Information ?

ELECTRONIC SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
Sather, Kelli S.	Attorney	Chapman, John (Plaintiff)	ksather5082@gmail.com	eService

CONVENTIONAL SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
Ashland County, Ohio	Defendant	Self-Represented	County Seat Ashland 44805	

OTHER RECIPIENTS

Name	Role	Address
No records were found.		

[Add Other Recipients](#)

CERTIFIED DATE OF SERVICE

Certified Date of Service will be the Date of Submission of the E-Filing. A certificate of service will be generated upon the successful submission

[Next](#)

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Service Method dropdown menu options:

- Certified Mail
- Email
- Facsimile
- Federal Express
- First Class Mail
- Hand Delivery
- Left at Office/Home
- Left with Court Clerk
- Other Means by Consent
- Priority Mail
- Not Served

When you have the service information prepared accurately, click “Next.”

Filing Summary Page

Check your work as described in the previous Filing Summary section.

Cart

“Submit Filings” from the cart and pay the statutory filing fees as described in the previous Cart section.

Filing with a Fee Waiver (new or existing case)

Follow the instructions above for filing on a new or existing case. Be sure that you are selecting the right Filing Types/Subtypes to display the filing fee bundles on the Filing Information Page. If the filing fee bundles are not displayed, start over with the filing and select the appropriate Filing Types/Subtypes. It is important that appropriate filing types are used, even if a fee is waived.

On the Filing Information Page, be certain to select the party(ies) on whose behalf you are filing. At first, as you select the parties, fees will be assessed. Then, when you fill in the fee waiver bundle, the total fees assessed will change to \$0.00.

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of*

Name
<input type="checkbox"/> Chapman, John (Plaintiff)
<input checked="" type="checkbox"/> Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
Total	\$70.00

FILING FEES ▾

Fee Waiver Comments

Next

Select the most appropriate Fee Waiver description:

- Not Required by Statute
- Motion to Proceed Without Payment (attach the motion on the document upload page)
- Court Order
- Government Agency
- Already Paid (see additional information in next section)

Use the Comments box to further describe your fee waiver. For instance, if you select “Not Required by Statute,” list the statute in the Comments field. It will assist the clerk in making the appropriate decision to accept or reject the filing.

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of*

Name
<input type="checkbox"/> Chapman, John (Plaintiff)
<input checked="" type="checkbox"/> Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
Total	\$0.00

FILING FEES ▾

Fee Waiver Motion to Proceed Without Payment ▾ Comments

Next

Special Instructions for resubmitting a filing that has already been paid

On occasion, you will submit and pay filing fees and the clerk will reject your filing for some critical reason (such as a missing signature). The clerk will instruct you to enter a specific receipt number when you resubmit your filing. You must do so, or risk having your filing rejected again. Place the receipt number in both Comments fields on this page; there is one at the top and there is one at the bottom in the Filing Fees section. This will ensure that your previously receipted money is accurately matched up with the resubmission.

Following is a rejection notice with instructions to use a specific receipt number when resubmitting the filing.

Notification

DETAILS

Recipient

Katherine Green

Notification Date

08-01-2018 11:44 AM

Subject Contains

Filing Rejection - Case No. DV-32-2018-0000840-NE | John Chapmanvs.Ashland County, Ohio

Status

Unread


Type

Application Notification

Body

This is a notice to inform you that the filings, submission number 1401533144642085, submitted on 08-01-2018 11:33 AM, have been rejected by the Clerk for the following reason(s): The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again... Clerk's Comments: The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again. REF: 1401533144642085

If this happens, locate your submission in the rejected list and use the resubmit arrow.

FILINGS						
Case Number	Filing Type	Submission Date	Submission Number	Rejected Date	Rejected Reason	Resubmit
<input type="checkbox"/> DV-32-2018-0000840-NE	Answer/Brief - Answer First Appearance	08-01-2018 11:33 AM	1401533144642085	08-01-2018	The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again.	

Be certain to correct the fault that caused the submission to be rejected (lack of signature, in this example). Navigate to the Filing Information page and prepare the new submission by referencing the receipt number in both Comments fields. You can copy and paste.

FILING PROGRESS

Filing Information

Upload Documents

Service Information

Filing Summary

Filing Information

DETAILS

Comments

Already Paid on Receipt 182982

Request Emergency Filing

☐

FILED ON BEHALF OF INFORMATION

Filed on Behalf of*

Name

☐ Chapman, John (Plaintiff)
☒ Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
Total	\$0.00

FILING FEES

Fee Waiver

Already Paid

Comments

Already Paid on Receipt 182982

Next

Appendices

Appendix A – General Civil and Domestic Relation cases enabled (July 2019)

Civil - DV

Agreement Suit	Fraud	Real Property Other
Amount Due	Fraudulent Conveyance	Reinstatement Driver License
Asbestos	Good Faith/Fair Dealing	Release of Excess Proceeds
Bad Faith/Unfair Dealings	Habeas Corpus	Restricted-Use Driving
*Bond to Release Mechanics	Harassment	Permit
Lien	Identity Theft	*Small Claims Appeal
Breach of Contract	Injunction	Subrogation
*City Court Appeal	Interpleader	Suit on Judgment
Civil Rights	Judgment Renewal	*Suit on Note
Civil-Other	Judicial Review	Surrogate Parent
Claim and Delivery	Judicial Waiver of Consent	Tax Protest
Compromise Settlement	*Justice Court Appeal	Tort Other
Condemnation	Lien Enforcement	Transcript of Judgment
Confession of Judgment	Malicious Prosecution	*Transfer from Justice Court
Confirm Arbitration Award	Mechanics Lien	Unfair Trade Practice
Conversion	Miscellaneous Petitions	Unlawful Detainer
Damages	*Municipal Court Appeal	Unlocatable Mineral Owners
Debt	Name Change	Wage Claim
Declaratory Judgment	Name Change - Minor	Water Right
Defamation	Negligence	Writ of Attachment
Discrimination	Negligent Trespass	Writ of Certiorari/Review
Dissolution of Partnership	Partition	Writ of Mandate
Emancipation	Personal Injury/Death	Writ of Prohibition
Eviction	Post Conviction Relief	Writ of Restitution
Expunge Record	Product Liability	Wrongful Death
Foreclosure	Professional Malpractice	Wrongful Discharge
Foreign Judgment	Property Damage	
Forfeiture	Quiet Title	

Domestic Relations - DR

Abstract Final Administrative	Invalid Marriage
Abstract Temporary Administrative Order	Joint Petition for Dissolution
Caretaker/Relative	*Justice Court Appeal - DR
*Change of Venue	Legal Separation
Custody	*Municipal Court Appeal – DR
Dissolution of Marriage	Parenting Plan
Domestic Relations-Other	Summary Dissolution Marriage
Foreign Judgment-DR	Termination Parental Rights
Government Interference	Transcript of Judgment-DR
Grandparent Visitation	

*These cases are not opened via E-Filing, but once the case exists, subsequent filings on the case are enabled for E-Filing.

Appendix B – Filing Types that require payment or waiver (District Court)

The following are the only valid filing types that will allow you to pay the statutory filing fees on civil cases. These must be used even if you are requesting a fee waiver.

Filing Type	Filing Subtype	Fee	Valid Cases	New or Existing
District Courts				
Answer/Brief	Answer First Appearance	70.00	DV, DR	Existing
Answer/Brief	Answer and Counterclaim	70.00	DV, DR	Existing
Answer/Brief	Response First Appearance	70.00	DV, DR	Existing
Complaint	Complaint	120.00	DV	New
Complaint	Complaint in Intervention	80.00	DV, DR	Existing
Foreign Capital Depository Judgment	Foreign Capital Depository Judgment	2500.00	DV	New
Judgment	Confession of Judgment	50.00	DV	Both
Judgment	Foreign Judgment	90.00	DV-FJ, DR-JR	New
Judgment	Transcribe Judgment	50.00	DV-TJ, DR-JT	New
Motion	Motion for Substitution of Judge	100.00	DV, DR	Existing
Motion	Motion to Dismiss First Appearance	70.00	DV, DR	Existing
Motion	Motion to Intervene	80.00	DV, DR	Existing
Notice	Notice of Appearance with Fee	70.00	DV, DR	Existing
Notice	Notice of Removal	5.00	DV	Existing
Petition	Joint Petition for Dissolution	200.00	DR	Both
Petition	Petition	120.00	DV, DR	New
Petition	Petition for Contested Amendments to Parenting Plan	120.00	DR	Existing
Petition	Petition for Custody	120.00	DR	Both
Petition	Petition for Dissolution of Marriage	200.00	DR	Both
Petition	Petition for Emancipation	120.00	DV-EM	Both
Petition	Petition for Establishment of Grandparent-Grandchild Contact	120.00	DR-GV	Both
Petition	Petition for Invalid Marriage	120.00	DR	New
Petition	Petition for Legal Separation	180.00	DR	Both
Petition	Petition for Name Change (Adult)	120.00	DV, DR	Both
Petition	Petition for Name Change (Minor)	120.00	DV, DR	Both
Petition	Petition for Parenting Plan	120.00	DR	Both
Petition	Petition for Reinstatement of Driver's License	120.00	DV-RL	New
Petition	Petition for Release of Excess Proceeds	120.00	DV-RE	Both
Petition	Petition for Relief from Registration	120.00	DV-OF	New
Petition	Petition for Summary Dissolution	200.00	DR	Both
Petition	Petition for Writ of Certiorari	120.00	DV-WE	New
Petition	Petition to Intervene	80.00	DV, DR	Existing
Petition	Petition to Restrict Government Interference	125.00	DR-GI	New
Proposed Document	Decree Proposed	50.00	DV, DR	Existing
Proposed Document	Judgment Proposed	50.00	DV, DR	Existing
Proposed Document	Writ of Assistance Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Attachment Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Execution Proposed	5.00	DV, DR	Existing
Proposed Document	Writ of Mandamus Proposed	5.00	DV, DR	Existing

*“Transcribe Judgment” is the correct selection to open a Transcript of Judgment case. To file a returned writ at a district court use the Filing Type/Subtype: “Notice/Return of Service.” **Please note that if you are filing a generic Petition on an existing case that does not require you to pay a fee, you should use the Filing Type/Subtype: Petition/Petition (No Fee).**

Appendix C – Courts of Limited Jurisdiction

Cases Enabled

Civil – CV

Contract

Landlord/Tenant

Credit Agency Debt

Other

Filing Types that require payments of waivers

Filing Type	Filing Subtype	Fee	Valid Cases	New or Existing
Complaint	Civil Complaint	\$50.00	CV	New
Answer	Answer	\$30.00	CV	Existing
Motion	Motion to Dismiss for Lack of Jurisdiction	\$30.00	CV	Existing
Judgment	Confession Judgment	\$20.00	CV	Existing
Proposed Document	Proposed Judgment	\$20.00	CV	Existing

Appendix D – Resources

Montana Court E-Filing webpage is found here: <https://courts.mt.gov/courts/efile>

Temporary Electronic Filing Rules can be found here:

<https://courts.mt.gov/portals/189/efile/rules/tempefilerules.pdf>

The Technical Operations Manual can be found here:

<https://courts.mt.gov/Portals/189/efile/docs/operations-manual.pdf>

E-Filing FAQs are found here: <https://courts.mt.gov/Portals/189/efile/docs/faqs.pdf>

E-Filing Registration Instructions can be found here:

<https://courts.mt.gov/portals/189/efile/instructions/registration.pdf>

Instructions for an attorney to file on existing cases at Montana trial courts is here:

<https://courts.mt.gov/portals/189/efile/instructions/file-existingcase.pdf>

Contact:

- efilingtechsupport@mt.gov This is the fastest way to receive assistance.
- Judicial Branch IT support desk: 1.800.284.6017